



TOWN OF TYNGSBOROUGH

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Board of Selectmen Executive Session Minutes

Monday, February 28, 2011 6:00 P.M. Town Offices, 25 Bryant Lane
Members Present: Selectwoman Ashley O'Neill, Selectwoman Elizabeth Coughlin,
Selectman Rick Reault, Selectman Rich Lemoine, Selectman Robert Jackson
Staff Present: Michael Gilleberto, Town Administrator, Therese Gay, Admin Assistant

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law. The Chair informed the public of the emergency exits to be used in the event of an emergency.

1. 5:00 PM Executive Session

The board moves to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

• Personnel

The Board voted on a motion by Selectman Lemoine, second by Selectman Jackson to enter into Executive Session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations as an open meeting may have a detrimental effect on such subject matters and to return to open session. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, yes; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes. The Board entered into executive session at 5:00 P.M.

The Board welcomed Mr. Steve Unsworth of Badge Quest, Badge Quest is the other Assessment Center that the Board is considering. Mr. Unsworth offers the 2nd option which is the interview only since the written test has already be given. Mr. Unsworth presented his credential and references. He will need to review the job description, and talk with the Chief. Mr. Unsworth stated that he and 2 other chiefs evaluate. He begins with orientation meeting and assign numbers, the sheet of names with numbers is sealed. The interviews are done randomly; the oral board does not know the private information of the candidates. Through one brief role exercise the candidates are evaluated on knowledge, skills and ability. Mr. Unsworth has the Board and the Chief pick 4 important skills that they are looking for. Numerical grading of the exam would have been good, the pass fail is not as helpful. The officers are given books and are given enough time to review before the test. The appointing authority is asked to observe and some communities have participated. Anyone can challenge the process. The results are not public and the assessed is not informed of his assessment. The Board thanked Mr. Unsworth to his presentation.

The Board voted on a motion by Selectman Lemoine, second by Selectman Jackson to exit the executive session and to return to open session. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, yes; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes. The Board exited the executive session at 5:55 P.M.

Executive Session – 7:45PM

The Board voted on a motion by Selectman Reault, second by Selectwoman Coughlin to enter into Executive Session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations as an open meeting may have a detrimental effect on such subject matters and to return to open session only to adjourn. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, yes; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes. The Board entered into executive session at 7:45P.M.

The Board discussed the interview of Mr. Unsworth, of Badge Quest, the presentation went well and the Board is in agreement to hire the firm Badge Quest to administer the exam for the Lieutenants promotions. The have agreed on the four topics for the written exercise to be administered. The four are Leadership, Integrity, Organization Sensitivity and Management Control.

The Board continued their review of the Deputy Chief's contract and all are in agreement with the changes that were discussed. The Board discussed giving the Deputy the option of continuing as Deputy with the new contract or to give him a choice of taking the position of Lieutenant if he so desired. The Board also discussed briefly the salary not to exceed \$99,000 and the Board agrees to keep the 4/5th vote needed to terminate.

The Board voted 5-0 on a motion by Selectman Lemoine, second by Selectman Jackson to accept the finalized contract and to offer to the Deputy the finalized contract to be presented to the Deputy the option of selecting a position of Lieutenant or to continue to serve the Town as a Deputy. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, yes; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes.

The Board voted on a motion by Selectman Lemoine, second by Selectman Jackson to exit the executive session and to return to open session only to adjourn. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, yes; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes. The Board exited the executive session at 9:20PM.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on Monday March 28, 2011